

7 Easy Steps to Submitting your Emergency Response Plan (ERP) Certification

1. **Use the Standardized ERP Certification Form** – Use the standardized [ERP certification form found in Appendix 4](#) of the Instructions to Assist Community Water Systems in Complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. The standardized form is easy to use and includes all the appropriate certification language and blanks for required information. Note that this standardized form is a guide and is not specifically required for ERP certification but it contains everything you need to make your ERP certification.

*Certain vulnerability assessment and emergency response plan tools generate their own certification forms. These forms are accepted by EPA.

2. **Sign the ERP Certification Form** – The owner, manager, Certified Operator, or other Authorized Representative of the water system *must* sign the ERP certification form. The signer should have responsibility over the management and daily operation of the water system as well as knowledge of the water system's emergency response plan. Consultants or others who provided technical assistance to the water system **should not** sign the ERP certification form.

3. **Keep a Photocopy of your ERP Certification** – Keep and securely file a copy of your ERP certification for your records.

4. **Keep your Emergency Response Plan** – EPA does not require a copy of your Emergency Response Plan, only your ERP certification. Please note that you are required by federal law to maintain a copy of your Emergency Response Plan for five years after submitting your ERP certification to EPA.

5. **Use Two Envelopes to Maintain Security and Confidentiality when Making your Submission** – Put your original signed ERP certification into an envelope, seal it, and mark it "TO BE OPENED BY JANET PAWLUKIEWICZ ONLY." Put this envelope into a larger *mailing* envelope (this can be the standard shipping envelopes used by express or courier services).

6. **Use a Courier and Get a Receipt** – Submit your ERP certification using an express or courier service such as Federal Express, United Parcel Service, Airborne, etc. which can provide tracking information and certification of delivery. Using these services will ensure that the submission is delivered to the persons authorized to receive and process your ERP certification. *EPA does not recommend using regular US Postal Service delivery because the shipment cannot always be tracked during transit. Also, there can be significant delays in postal system deliveries to EPA due to decontamination of mail that may also damage or destroy the submission.*

7. **Use the Proper Courier Delivery Address** – Use the following address for express or courier service deliveries of ERP certifications. This location is open for deliveries between 8:30 am and 4:30 pm Eastern Time. Couriers should call the number under the address below before attempting delivery outside of these hours.

**U.S. Environmental Protection Agency
Water Resource Center (WSD-RAR)
Room 1119 EPA West Building
1301 Constitution Avenue, NW
Washington, DC 20004**

Couriers are to use phone number 202-566-1729.

*Note: If you used National Rural Water Association's *Security and Emergency Management System* (SEMS) software tool, the generated form combined both VA and ERP certifications into one certification form. EPA accepts this combined certification form and has credited water systems with receipt of both a VA and ERP certification. You need *not* submit a separate ERP certification if you originally used this SEMS software tool and submitted the combined certification form to EPA.
